

SECRET

RECORDS AND EQUIPMENT INVENTORY

(Conversion Factors for Measuring Records Holdings in Cubic Feet - Reverse Side)

TO: CHIEF, KUCLUB		FROM: CHIEF,		DATE:	
CORRESPONDENCE EQUIPMENT				EQUIPMENT TOTAL NUMBER	CUBIC FEET RECORDS
2 DRAWER LEGAL SAFE WITH COMBINATION LOCK					
4 DRAWER LEGAL SAFE WITH COMBINATION LOCK					
2 DRAWER LETTER SAFE WITH COMBINATION LOCK					
4 DRAWER LETTER SAFE WITH COMBINATION LOCK					
4 DRAWER LEGAL CABINET WITH OR WITHOUT LOCK					
5 DRAWER LEGAL CABINET WITH OR WITHOUT LOCK					
4 DRAWER LETTER CABINET WITH OR WITHOUT LOCK					
5 DRAWER LETTER CABINET WITH OR WITHOUT LOCK					
OTHER (Describe)					
CARD FILE EQUIPMENT					
5 DRAWER 3x5/5x8 CARD SAFE WITH COMBINATION LOCK					
6 DRAWER 3x5 CABINET WITH OR WITHOUT LOCK					
7 DRAWER 3x5 CABINET WITH OR WITHOUT LOCK					
8 DRAWER 3x5 CABINET WITH OR WITHOUT LOCK					
9 DRAWER 3x5 CABINET WITH OR WITHOUT LOCK					
10 DRAWER 3x5 CABINET WITH OR WITHOUT LOCK					
15 DRAWER 3x5 CABINET WITH OR WITHOUT LOCK					
16 SLIDES 3x5/5x8 KARDEX WITH COMBINATION LOCK					
17 SLIDES 3x5/5x8 KARDEX WITH COMBINATION LOCK					
17 SLIDES 3x5/5x8 KARDEX WITH OR WITHOUT LOCK					
SAFE-T-STAK UNITS FOR 3x5 CARDS					
SAFE-T-STAK UNITS FOR 5x8 CARDS					
OTHER (Describe)					
MAP FILE EQUIPMENT					
5 DRAWER MAP SECTION(S)					
MAP CASE, VERTICAL WITH COMBINATION LOCK					
OTHER (Describe)					
SHELVING					
ADD-A-SHELF - 33-11/16"-10-1/4" x 11-3/4" - LETTER SIZE					
ADD-A-SHELF - 33-11/16"-10-1/4" x 14-3/4" - LEGAL SIZE					
LIBRARY SHELVING UNITS					
OTHER (Describe)					
BOOKCASE SECTIONS					
METAL OR WOOD, GLASS FRONT - SECTIONS					
OTHER (Describe)					
SPECIAL EQUIPMENT					

SECRET

CONVERSION FACTORS FOR MEASURING RECORDS HOLDINGS IN CUBIC FEET

<u>UNIT OF MEASUREMENT</u>	<u>CUBIC FOOT EQUIVALENT</u>
<u>CORRESPONDENCE FILES</u>	
ONE DRAWER, LETTER SIZE CABINET - - - - -	1-1/2
ONE DRAWER, LEGAL SIZE CABINET - - - - -	2
ONE OPEN SHELF-FILE UNIT, LETTER SIZE - - - - -	2-1/2
ONE OPEN SHELF-FILE UNIT, LEGAL SIZE - - - - -	3
<u>CARD FILES</u>	
ONE LINEAR FOOT, 3X5 CARDS - - - - -	1/10
ONE LINEAR FOOT, 4X6 CARDS - - - - -	1/6
ONE LINEAR FOOT, 5X8 CARDS - - - - -	1/4
ONE LINEAR FOOT, TAB CARDS - - - - -	1/6
OR 10,000 TAB CARDS - - - - -	1
<u>OTHER</u>	
ONE BOOKCASE SECTION - - - - -	2-1/2
MAP CABINETS AND OTHER OUTSIZED EQUIPMENT - - - - -	INSIDE CUBIC MEASUREMENT
MAP CASES USUALLY 2' PER DRAWER	

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4 DRAWER LEGAL SAFE WITH COMBINATION LOCK					
2 DRAWER LETTER SAFE WITH COMBINATION LOCK					
4 DRAWER LETTER SAFE WITH COMBINATION LOCK					
4 DRAWER LEGAL CABINET WITH OR WITHOUT LOCK					
5 DRAWER LEGAL CABINET WITH OR WITHOUT LOCK					
4 DRAWER LETTER CABINET WITH OR WITHOUT LOCK					
5 DRAWER LETTER CABINET WITH OR WITHOUT LOCK					
OTHER (Describe)					
CARD FILE EQUIPMENT					
5 DRAWER 3x5/5x8 CARD SAFE WITH COMBINATION LOCK					
6 DRAWER 3x5 CABINET WITH OR WITHOUT LOCK					
7 DRAWER 3x5 CABINET WITH OR WITHOUT LOCK					
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SAFE-T-STAK UNITS FOR 3x5 CARDS					
SAFE-T-STAK UNITS FOR 5x8 CARDS					
OTHER (Describe)					
MAP FILE EQUIPMENT					
5 DRAWER MAP SECTION(S)					
MAP CASE, VERTICAL WITH COMBINATION LOCK					
OTHER (Describe)					
SHELVING					
ADD-A-SHELF - 33-11/16"-10-1/4" x 11-3/4" - LETTER SIZE					
ADD-A-SHELF - 33-11/16"-10-1/4" x 14-3/4" - LEGAL SIZE					
LIBRARY SHELVING UNITS					
OTHER (Describe)					
BOOKCASE SECTIONS					
METAL OR WOOD, GLASS FRONT - SECTIONS					
OTHER (Describe)					
SPECIAL EQUIPMENT					

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CONVERSION FACTORS FOR MEASURING RECORDS HOLDINGS IN CUBIC FEET

<u>UNIT OF MEASUREMENT</u>	<u>CUBIC FOOT EQUIVALENT</u>
<u>CORRESPONDENCE FILES</u>	
ONE DRAWER, LETTER SIZE CABINET	1-1/2
ONE DRAWER, LEGAL SIZE CABINET	2
ONE OPEN SHELF-FILE UNIT, LETTER SIZE	2-1/2
ONE OPEN SHELF-FILE UNIT, LEGAL SIZE	3
<u>CARD FILES</u>	
ONE LINEAR FOOT, 3X5 CARDS	1/10
ONE LINEAR FOOT, 4X6 CARDS	1/6
ONE LINEAR FOOT, 5X8 CARDS	1/4
ONE LINEAR FOOT, TAB CARDS	1/6
OR 10,000 TAB CARDS	1
<u>OTHER</u>	
ONE BOOKCASE SECTION	2-1/2
MAP CABINETS AND OTHER OUTSIZED EQUIPMENT	INSIDE CUBIC MEASUREMENT
MAP CASES USUALLY 2' PER DRAWER	

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RECORDS AND EQUIPMENT INVENTORY

(Conversion Factors for Measuring Records Holdings in Cubic Feet - Reverse Side)

TO: [REDACTED]		FROM: CHIEF,		DATE:	
CORRESPONDENCE EQUIPMENT				EQUIPMENT TOTAL NUMBER	CUBIC FEET RECORDS
2 DRAWER LEGAL SAFE WITH COMBINATION LOCK					
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4 DRAWER LEGAL CABINET WITH OR WITHOUT LOCK					
5 DRAWER LEGAL CABINET WITH OR WITHOUT LOCK					
4 DRAWER LETTER CABINET WITH OR WITHOUT LOCK					
5 DRAWER LETTER CABINET WITH OR WITHOUT LOCK					
OTHER (Describe)					
CARD FILE EQUIPMENT					
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5 DRAWER MAP SECTION(S)					
MAP CASE, VERTICAL WITH COMBINATION LOCK					
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ADD-A-SHELF - 33-11/16"-10-1/4" x 11-3/4" - LETTER SIZE					
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<u>UNIT OF MEASUREMENT</u>	<u>CUBIC FOOT EQUIVALENT</u>
<u>CORRESPONDENCE FILES</u>	
ONE DRAWER, LETTER SIZE CABINET - - - - -	1-1/2
ONE DRAWER, LEGAL SIZE CABINET - - - - -	2
ONE OPEN SHELF-FILE UNIT, LETTER SIZE - - - - -	2-1/2
ONE OPEN SHELF-FILE UNIT, LEGAL SIZE - - - - -	3
<u>CARD FILES</u>	
ONE LINEAR FOOT, 3X5 CARDS - - - - -	1/10
ONE LINEAR FOOT, 4X6 CARDS - - - - -	1/6
ONE LINEAR FOOT, 5X8 CARDS - - - - -	1/4
ONE LINEAR FOOT, TAB CARDS - - - - -	1/6
OR 10,000 TAB CARDS - - - - -	1
<u>OTHER</u>	
ONE BOOKCASE SECTION - - - - -	2-1/2
MAP CABINETS AND OTHER OUTSIZED EQUIPMENT - - - - -	INSIDE CUBIC MEASUREMENT
MAP CASES USUALLY 2' PER DRAWER	